

JOB OPPORTUNITY



AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 11-52

OPEN TO: All interested candidates
POSITION: **AID Program Assistant (Data Mgt), FSN-4005-8; FP-6**
OPENING DATE: August 16, 2011
CLOSING DATE: September 6, 2011
WORK HOURS: Full-time; 40 hours/week
LOCATION: Kinshasa
SALARY: Information on salary may be obtained from the Human Resources Office
(Position Grade: FP-6 to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kinshasa is seeking an individual for the position of AID Program Assistant (Data Mgt) in the USAID Economic Growth section.

BASIC FUNCTION OF POSITION

The Program Assistant's duties will include supporting the overall functioning of the Economic Growth and Food for Peace Office. He/she will be responsible for database management, data entry, logistical support/field trip planning (as necessary), information management including document preparation, and other administrative tasks as required by the Economic Growth Team. In addition, He/she will support AOTRs, COTRs and Activity Managers to track M&E of EG and FFP programs. He/she will also support the contract and financial duties of AOTRs and COTRs and Activity Managers by tracking and ensuring GLAAS actions and ensuring the accuracy of other budgeting and contracting tracking mechanisms in the office. He/she will backstop the Administrative Assistant as required. This will be a full-time position with the Program Assistant administratively based on the Economic Growth Team in Kinshasa.

A copy of the position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: A Minimum of Bachelor's degree required in Social Sciences with a focus in Accounting, Business, Management, or Economics.

Experience: Minimum of three years administrative experience in a diverse international organization with focus on project/program management is required.

Language Proficiency: Level IV (Fluent) English and French is required.

Knowledge: Knowledge of the principles of project and program management; knowledge of monitoring and evaluation of projects and tracking results against indicators and compiling into various data bases; general knowledge programming, policies and regulations, particularly in the area of program and project documents in USAID or any other international assistance organism.. Good knowledge of host country's economic, social, cultural and political characteristics. Knowledge of tracking results of projects and compiling into varied data bases.

Skills and Abilities: Strong quantitative and analytical skills as well as excellent written and oral communication skills. Attention to detail is a must. Good skills in Microsoft Word, Excel, PowerPoint and Access.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered: Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: September 6, 2011

Drafted: HR: FNSASU

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